

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – February 20, 2013

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President John Engebretson at 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Absent: none

Others: Jan Polep, FOCLL Representative

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cynthia Lopuszynski, Head of Adult Services; Penny Ramirez, Head of Technical & Automation Services; Lauren Rosenthal, Head of Youth Services

Board Development: Don Peters gave a summary of the Legislative Breakfast he attended with Kathryn Martens on February 18.

Approval of Minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the Minutes of the Regular Meeting of January 16, 2013.

Voice Vote: Aye-8; Nay-0; Absent-0; Abstain-0; Motion Passed.

Citizen Participation: None

Committee & Board Member Reports:

Building Committee: The minutes of the January 10, 2013 meeting were in the packet.

Planning/Public Relations: The minutes of the January 14 and February 11, 2013 meetings were in the packet.

Personnel: The minutes of the January 23, 2013 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 12/13 as of January 31, 2013.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Eric Larsen and seconded by Don Peters to approve the disbursements in the total amount of \$323,378.34 as follows:

	<u>Total</u>
Operating Fund	\$255,621.23
IMRF/FICA Funds	31,089.99
Per Capita Grant Funds	1,096.99
Gift & Memorial Funds	122.62
Special Reserve Fund	35,447.51
Grand Total:	<hr/> \$323,378.34

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Communications: There was one communication item in the Board packet.

Business:

- A) Landscape Maintenance Contract – 2013: It was moved by Chuck Ebann and seconded by Don Peters to approve the landscape maintenance contract for 2013 with Tonkin Landscape at the per occurrence rates quoted on his proposal of 11/7/12.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; **Motion Passed.**

- B) FOCLL's Quilt Raffle – ticket sales at the Library Sundays in March: It was moved by Eric Larsen and seconded by Chuck Ebann to approve the Friends of the Crystal Lake Library selling Quilt Raffle tickets in the lobby during March 2013.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; **Motion Passed.**

Staff Reports:

Included in the Board packet were the CLPL Media Relations Report, the Library Director's report for February 2013, and the Statistical Reports for January 2013.

Executive Session: It was moved by Chuck Ebann and seconded by Don Peters to move into Executive Session for the purposes of discussing the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], the setting of a price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)] and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 7:32 pm.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

It was moved by Don Peters and seconded by Terri Reece to move out of Executive Session at 7:44 pm.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Adjournment:

It was moved by Don Peters and seconded by Chuck Ebann to adjourn.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Time: 7:45 pm

William Weller, Secretary